



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application/ Date 5/7/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received JUN 5 1973	Date Completed JUN 7 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration No. 2 Capitol Square Atlanta, Georgia 30334		4. Person to Contact Roy Krauss	5. Working Title Clerk IV
		6. Tel. No. 656-5462	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1965 - to date

9. Exact Series Title  
Registered and certified mail receipt file

10. What is the function of the office in which this record series is created

X The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

~~File series title: Registered and Certified Mail Receipts File. The File Series contains~~  
Documents relating to certifying and registering mail.  
Included in the file is receipt form (3811) and receipt book (3877).  
The file is numerically arranged by year.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				1/3	1/2		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
BOX		2	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				3	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures?  
**Procedure is to account for receipt of letter and delivery.** ☒ [X] ☐ [ ]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]
24. REQUIREMENTS. The following requires the files to be kept 2 years: ☐ [ ] ☒ [X]

a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☒ [X] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
 (Cite Law, Statute, or other reason for the retention requirement)  
 U. S. Official Postal Manual - Section 159.32.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
☒ [X] CALENDAR YEAR ☐ [ ] FISCAL YEAR ☐ [ ] Other then:  
☒ [X] Hold in the current files area month(s)/ 1 year(s):  
☒ [X] Transfer to ☒ [X] State Records Center ☐ [ ] Local Holding Area; hold 1 year(s):  
☒ [X] Destroy.  
☐ [ ] Transfer to State Archives for permanent retention.  
☐ [ ] Destroy immediately after cut-off.  
☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

John J. Kitchens

Records Management Officer

4-5-73

Date

26. Recommendations		<input type="checkbox"/> [ ] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>James M. Malone Comm.</u>	
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>William M. Dixon</u>	<u>6-6-73</u>
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>Carroll Hart</u>	<u>6-1-73</u>
		<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<u>Robert D. Thill</u>	<u>6-6-73</u>